

Permit and Development Review (PDR) is responsible for providing engineering plan, subdivision plat, development plan, and building permit reviews, subdivision construction inspection, grading and drainage inspection, National Pollutant Discharge Elimination System (NPDES) site planning and inspection, and flood plain administration. PDR also serves as staff liaison to the City Planning Commission, the Summary Committee, the Board of Adjustment, the Extraterritorial Zoning Commission (EZC), the Extraterritorial Zoning Authority (EZA), the Capital Improvement Advisory Committee, and the Construction Industry Advisory Board. PDR is also responsible for the administration and enforcement of the Annual Water Budget.

#### 2004/05 Operational Highlights:

- Processed approximately 1,600 applicants through the Water Budget Administrative offices, including over 500 new residential building permits and 20 new commercial building permits.
- Conducted 70 Early Neighborhood Notification meetings.
- Became the third-highest revenue-producing City of Santa Fe division.
- Processed over 1,500 building permit applications, 1,800 electrical permits, 2,200 mechanical permits and 300 sewer permits.

#### 2005/06 Goals and Objectives:

- Implement the policy components of the Neighborhood Bill of Rights resolution.
- Work with the Development Review Task Force to streamline the development review and building permitting processes.
- Coordinate with the Short Term Rentals Task Force to resolve issues related to policy and enforcement.
- Formalize a policies and procedures manual to assure consistent code interpretations and policies.
- Continue to work with the Planning Division on substantive revisions to Chapter 14 of the City Code.
- Further refine the permitting process and improve turnaround times for reviews.

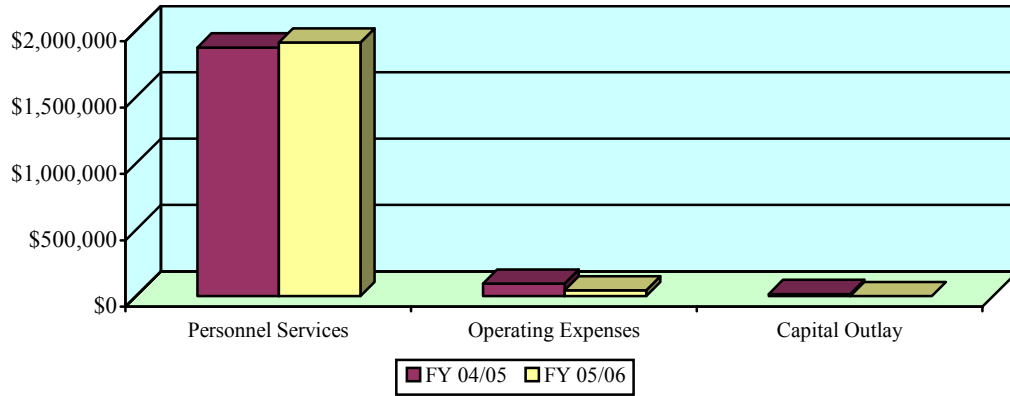
### Budget Commentary:

For FY 2005/06, the General Fund operating budget for Permit and Development Review includes the salaries and benefits for 30 positions. Also included are operating expenses associated with permit and development review activities. Salaries and benefits comprise the majority (97.8%) of the division's budget in FY 2005/06.

Several position reclassifications occurred during FY 2004/05, including the transfer and reclassification of a Planner Senior position to the Inspections and Enforcement division. A City Land Documents Technician position was also transferred to PDR from the Information Technology & Telecommunications Department.

<u>POSITION/CLASSIFICATION</u>	<u>FY 04/05 ACTUAL</u>	<u>FY 05/06 BUDGET</u>
Planning & Development Review Division Director	1 – CLFT	1 – CLFT
Administrative Assistant	1 – CLFT	0 – CLFT
Administrative Assistant - Confidential	0 – CLFT	1 – CLFT
Administrative Secretary	1 – CLFT	1 – CLFT
Building Permit Expeditor	1 – CLFT	1 – CLFT
Building Permit Operations Manager	1 – CLFT	1 – CLFT
Building Permit Specialist	3 – CLFT	2 – CLFT
Building Permit Supervisor	1 – CLFT	1 – CLFT
Building Plan Reviewer	3 – CLFT	3 – CLFT
City Land Documents Technician	0 – CLFT	1 – CLFT
City Land Management Specialist	1 – CLFT	1 – CLFT
Clerk Typist	1 – TCP	1 – TCP
Database Specialist	1 – TCP	1 – TCP
Engineer Supervisor	1 – CLFT	1 – CLFT
Engineer Technician Senior	2 – CLFT	2 – CLFT
Permit Technician	1 – CLFT	1 – CLFT
Planner	1 – CLFT	0 – CLFT
Planner Senior	4 – CLFT	5 – CLFT
Planner Supervisor	1 – CLFT	1 – CLFT
Planner Technician Senior	1 – CLFT	1 – CLFT
Project Manager	1 – CLFT	1 – CLFT
Project Specialist	1 – CLFT	1 – CLFT
Special Projects Administrator	0 – CLFT	1 – CLFT
Zoning Review Specialist	<u>1</u> – CLFT	<u>1</u> – CLFT
TOTAL:	29	30

## EXPENDITURE CLASSIFICATION



	<u>FY 04/05 REVISED</u>	<u>FY 05/06 APPROPRIATION</u>
Personnel Services	\$ 1,873,062	\$ 1,910,886
Operating Expenses	93,738	43,932
Capital Outlay	<u>16,300</u>	<u>0</u>
 TOTAL:	 \$ 1,983,100	 \$ 1,954,818